



Townsend Town Council Special Meeting
May 24th, 2023 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Special Meeting

- I. Call to Order: 7 pm
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, Councilwoman S. Rojas, Councilman Mertz, Councilwoman Clarke, Councilman Dugan, Police Chief R. Longo, Town Engineer E. Van-Otoo, Financial Officer J. Helms, Town Solicitor L. Hatfield, Town Manager A. Tantillo, and Town Clerk M. Rivera.
 - B. Pledge of Allegiance: All present recited the Pledge of Allegiance.
 - C. Recognition of Visitors: Cassandra Suhr, Marcus Suhr, Joseph Bangura, Matthew Chapman, Pat Augustus-Gilbert, and Wanda Williams.
 - D. Announcements:
 1. None.
- III. Citizens Comments & Participation
 - A. None.
- IV. Adoption of Agenda.
 - A. *CM Mertz made a motion to remove reports Seven: A,B,C,D, E and Eight: B,C,D,E,F,H,I. CM Dugan seconded the motion.*
 1. Council adopted the agenda.
- V. 7:05 PM- 7:35 PM- Meet the Incoming Council Members Session
 - A. Mayor Lobdell explained the incoming Council members did not have the chance to introduce themselves prior because there was no election today, therefore the session is the day.
 - B. Dr. Joseph Bangura, Matthew Chapman, and Marcus Suhr each provided a brief biography of themselves, their interest in the Town and what they believe they may provide to the Town as new Town Council members.
 - C. Mayor Lobdell and CM Mertz both expressed their eagerness to work with the incoming Council members as they are the two remaining from the current Council, who will continue onto the next Council session.
- VI. Approval / Rejection of Minutes
 - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 5th, 2023, Town Council Public Hearing.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 5th, 2023, Town Council Meeting Executive Session.

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

- C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the April 25th, 2023, Town Council Meeting Executive Session.
- D. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 10th, 2023, Town Council Meeting.
- E. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the May 10th, 2023, Town Council Meeting Executive Session.
 - 1. *CM Mertz made a motion to table all the Minutes. CW Clarke seconded. All yeas.*
 - a. Council tabled all the Minutes.

VII. Reports:

- A. Mayor
- B. New Castle County Councilman David Carter
- C. Town of Townsend Police Chief's Report
- D. Town Solicitor N. Christopher Griffiths
- E. Town Engineer Edwin Van-Otoo
- F. Town Manager Antonina Tantillo
 - 1. **ACTION ITEM:** Discussion and possible vote to authorize the repairs/ replacement of the Town Park gazebo façade.
 - a. TM Tantillo advised she has discussed the quotes received with TE Van-Otoo and they have decided to move forward with total replacement. TM Tantillo explained only one vendor, Rullo Brickpoint provided a revised quote. TM Tantillo explained Mr. Rullo no longer has a quoted price range. TM Tantillo confirmed all quotes received are of equal match and provided the quoted amount for each:
 - i. Roger Rullo Brickpointing - \$19,000.00
 - ii. Gary Rullo - \$24,900.00
 - iii. EDIS provided two replacement options:
 - a) Stone replacement - \$35,886.00
 - iv. Devane Sutton Enterprises, Inc. T/A Contracting Plus - \$21,600.00.
 - b. TE Van-Otoo advised the price ranges may be due to the type of stone each company is using. TE Van-Otoo advised information was requested of each company to provide samples of materials. TM Tantillo confirmed the Town has received the samples requested.
 - c. TM Tantillo advised EDIS is the only vendor who has provided a guarantee. CM Dugan advised the Town to provide scheduled maintenance of the Gazebo.
 - d. *CM Mertz made a motion table the vote to authorize the repairs of the Town Park gazebo façade until TE Van-Otoo creates a specification list for the vendors. CW Rojas seconded the motion. Voice vote of Council: all yeas.*
 - i. Council tabled the vote to authorize the repairs of the Town Park gazebo façade.

2. **ACTION ITEM:** Discussion and possible vote to authorize the repairs to sinkholes and inlets on Brook Ramble and Founds St.
 - a. TM Tantillo reminded Council of the sinkholes within Town. CM Mertz reported a sinkhole on East Founds Street.
 - b. TM Tantillo presented the quote received from SPS, noting they have repaired sinkholes for the Town previously. TM Tantillo advised work should be completed within two days and will cost a total of \$12,500.00 from the Municipal Street Aide funds. TM Tantillo advised she will add the additional sinkhole that has been reported by CM Mertz and will confirm if there are any changes to the quote from SPS. TE Van-Otoo advised he has already added an additional sinkhole to the quote and no changes were made. However, SPS informed TE Van-Otoo that they will attempt to repair as many sinkholes as possible within the two-day time frame, if additional time is needed they will prorate the charge.
 - c. Council reviewed the list of sinkholes within the Town. Council agreed research is needed regarding right of ways and whether the Town or the residents should be responsible for repair. Mayor Lobdell expressed concern over the urgency of repairing sinkholes within the Town due to safety. Mayor Lobdell advised the only way to find out the cause of a sinkhole is to dig up the area.
 - d. *CM Mertz made a motion to approve the SPS Standardized Pipe Services quote extended to three days which should be no more than \$18,750.00 pending reviews and any additional sinkholes found on East Founds Street. CM Dugan seconded the motion. Voice vote of Council: all yea's.*
 - i. Council approved repairs of repairs to sinkholes and inlets within Town by SPS Standardized Pipe Services upon review of Town Engineer and Town Solicitor.
3. **ACTION ITEM:** Discussion and possible vote regarding Town Municipal Park cameras.
 - a. TM Tantillo deferred to Chief Longo regarding the Town Municipal Park Cameras.
 - b. Chief Longo reminded Council this has been in discussion for a year and a half now. Chief Longo recommended to move forward with Advantech because the company does work for state agencies, Townsend Elementary, and the representative performing the work is a Townsend resident. Chief Longo compared the price range between the two quotes received. Additionally, Chief Longo noted he is more familiar with Advantech than Anaconda.
 - c. Chief Longo advised the Town has the possibility of using a total of \$18,000.00 from multiple grants to assist with covering the cost of the project. Chief Longo advised that he is awaiting formal approval of one of the grants.
 - d. Chief Longo confirmed he will look into the following further:
 - i. Non-cloud subscription.
 - ii. Server at the Park.
 - iii. Yearly discount option.

- iv. Government rates.

VIII. Committee Reports

A. **Finance Committee:** Chair: Councilman Dugan, Co-Chair: Mayor Lobdell

1. **ACTION ITEM:** Discussion and second reading of Ordinance 2023-003 An Ordinance to Update the Pay Scale of Council
 - a. TM Tantillo provided a reading of the title, section one, and section two of 2023-003 An Ordinance to Update the Pay Scale of Council.
 - b. Mayor Lobdell confirmed the Town received feedback from residents at the Public Hearing.
 - c. *CM Mertz made a motion to adopt Ordinance 2023-003 An Ordinance to Update the Pay Scale of Council. CW Clarke seconded the motion. Voice vote of Council: CW Clarke, CM Dugan, and CM Mertz – yea’s, CW Rojas – nay.*
 - i. Council adopted Ordinance 2023-003 An Ordinance to Update the Pay Scale of Council.
 - d. CW Clarke advised the Town should make more effort engage resident’s opinion.

B. **Human Resources Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Dugan

C. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

D. **Land Use and Development Committee:** Chair: Councilwoman Rojas, Co-Chair: Mayor Lobdell

E. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas

F. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

G. **Community Engagement Committee:** Chair: Councilwoman Rojas

1. Town Parade & Fair updates.
 - a. CW Rojas advised vendor and parade registrations are officially closed.
 - b. CW Rojas confirmed vendors will be emailed on Friday. Additionally, there are roughly 40 parade registrations and 84 vendors.
 - c. CW Rojas advised the next meeting will be held on May 30th at 5:30 pm and requested Councils presence. CW Rojas explained discussion at this meeting will finalize the schedule of events.
 - d. CW Rojas advised registrations are still open for the Pet Contest and confirmed there will be a Pie Contest.
2. **ACTION ITEM:** Discussion and possible vote regarding Resolution 20023-008 A Resolution to Dedicate the Townsend Municipal Park Pavilion to Mayor Thomas McDonald.
 - a. CW Rojas announced the dedication of the Townsend Municipal Park Pavilion to Mayor Thomas McDonald will be happening at 12:30 pm.
 - b. TM Tantillo provided a brief introduction and a reading of Resolution 20023-008 A Resolution to Dedicate the Townsend Municipal Park Pavilion to Mayor Thomas McDonald.

- c. *CM Mertz made a motion to strike “and whereas, Thomas McDonald did not run for re-election as Councilman for the Town of Townsend on May 1, 2021” and add the word “post houmous” before Thomas McDonald’s name in the section “Now, therefore, be it resolved”. CW Clarke seconded the motion. Voice vote of Council: all yea’s.*
 - i. Council made the following change to the resolution: strike “and whereas, Thomas McDonald did not run for re-election as Councilman for the Town of Townsend on May 1, 2021” and add the word “post houmous” before Thomas McDonald’s name in the section “Now, therefore, be it resolved”.
- d. Mayor Lobdell stepped down as Mayor.
- e. *Councilman Lobdell made a motion to approve Resolution 20023-008 A Resolution to Dedicate the Townsend Municipal Park Pavilion to Mayor Thomas McDonald as amended by the previous vote. CM Dugan seconded the motion.*
 - i. *Roll Call Vote of Council: CM Lobdell – yea, CM Dugan – yea, CM Mertz – yea, CW Rojas – yea, and CW Clarke – yea.*
 - a. Council approved Resolution 20023-008 A Resolution to Dedicate the Townsend Municipal Park Pavilion to Mayor Thomas McDonald. CM Dugan seconded the motion.
- f. TM Tantillo confirmed plaque has been received.

H. **Code Review Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Mertz

I. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Dugan

IX. Adjournment.

A. *CM Mertz made a motion to adjourn the meeting. CW Clarke seconded the motion. Voice vote of Council: all yea’s.*

- 1. Council adjourned the meeting at 8:42 pm.
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